



176th Finance Battalion

The Finance Facts



May-June 2007

Issue # 3

Contents:

Page 1: COLA

Cola for Returning
College Students

Page 2: PAC Tools

PAC Certification
Course

Daily Register Of
Transactions

Page 3: More PAC Tools and FSGLI

Leave Control

Family Service-
members Group Life
Insurance

Page 4: Hot Dates

Important Dates

Page 5: Contact Us

Contact Information

COLA for Returning College Students

Do you have a college student who is Command Sponsored who will visit during the major holiday or summer breaks? Service members are authorized to receive COLA for returning College students who are command sponsored. To have your COLA adjusted for the period your command sponsored student is in country, you will need to prepare a DA Form 4187 (see example). Submit this form to your local finance office for processing. Once your dependent departs you must contact finance and submit a DA Form 4187 to reduce your COLA rate. Not reducing your COLA rate once your command sponsored student leaves country will result in an overpayment of COLA.

PERSONNEL ACTION		
For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 5, Section 3012; Title 10, USC, E.O. 9397		
PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III)		
ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier.		
DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.		
1. THRU (Include ZIP Code)	2. TO (Include ZIP Code) YOUR SERVICING FINANCE DETACHMENT	3. FROM (Include ZIP Code) YOUR UNIT ADDRESS
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First MI) DOE, JOHN M	5. GRADE OR RANK/PMOS/AOC RANK	6. SOCIAL SECURITY NUMBER 123-64-5678
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Reentering in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) COLA RATE CHANGE
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
ON _____ COMMAND SPONSORED DEPENDENT OF DOE, JOHN M, LTC ENTERED THE REPUBLIC OF KOREA ON A STUDENT VISIT. PLEASE ADJUST MY COLA RATE FROM _____ TO _____ DEPENDENTS."		
ON _____ COMMAND SPONSORED DEPENDENT OF DOE, JOHN M, LTC DEPARTED THE REPUBLIC OF KOREA ENDING A STUDENT VISIT. PLEASE ADJUST MY COLA RATE FROM _____ TO _____ DEPENDENT."		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input checked="" type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD)
COMMANDER'S NAME AND TITLE		

DA FORM 4187, JAN 2000

PREVIOUS EDITIONS ARE OBSOLETE

APD PE v1.00ES



176th Finance Battalion

The Finance Facts

May-June 2007

Issue # 3



PAC TOOLS

PAC Certification Course

In the upcoming weeks, your local finance office will be offering a new comprehensive PAC certification course. This course will cover most issues encountered by local commands to include the Unit Commander's Financial Report (UCFR), pay inquiries, basic allowances and more. This class will be available to commands at all levels, senior NCOs', S1 personnel, and company level Personnel Action Clerks. Your servicing finance office will be notifying Unit PAC representatives about dates and locations of the course in your area.

Daily Register of Transactions

The Daily Register of Transactions (DROT) is a tool that shows when a Soldier's pay account has been adjusted after a pay inquiry (DA Form 2142) or a unit transmittal letter has been submitted. This report shows transactions which have been processed, rejected, or recycled; listed by input source. The DROT provides units with a record of transactions processed for a particular Soldier. Units should receive a DROT daily according to their turn in schedule. PACs will retain the DROT and the associated transmittal letter for correct plus two months.

Page: 1 Daily Register of Transactions (UH099CA04) Unit: MILITARY PAY REVIEW SECTION
ADSN: 4830 - Updates: 11-01 to 11-04

Source Code: 9J

Status	SSAN	Name	FID	Variable Data	Errors	DTR	Date	Cycle	Number
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
Processed	111111111	DEARD	3004	9809130000002RC		11-01	98/10/27	K0	9J0001
Reject	222222222	JONES	MD04	980901 P 34	PBC	11-02	98/10/27	L2	9J0001
Processed	333333333	BLACK	1503	9806019806301		11-03	98/10/28	M5	9J0001
Processed	444444444	COLLI	MD05	980403 33		11-04	98/10/29	N7	9J0001

1. TRANSACTION STATUS. PROCESSED or REJECTED
2. SSN: SOCIAL SECURITY NUMBER
3. NAME-ID: NAME (FIRST FIVE OF LAST NAME)
4. FI/AI: FORMAT ID AND ACTION INDICATOR (a list of format indicators can be obtained from the processing section)
5. VARIABLE DATA FIELD i.e. dates, money amounts
6. REJECT CODE (a list of reject codes can be obtained from the processing section)
7. DAILY TRANSACTION NUMBER
8. DATE OF TRANSACTION
9. CY: FINANCE ASSIGNED CYCLE NUMBER
10. T-NBR: COMPUTER ASSIGNED TRANSACTION NUMBER



176th Finance Battalion

The Finance Facts

May-June 2007

Issue # 3



Leave Control

Have all the leave transactions submitted by your unit been processed? There is a way to confirm the process. The Leave Control Report serves as a tracking device to identify all leaves that have been submitted to and processed by finance. The unit PAC will confirm the process by comparing the Leave Control Report with the Unit Leave Control Log. The Leave Control Report is automatically printed by our receiving section on a monthly basis; however, the Unit PAC can request the Leave Control Report as often as needed.

PROCEDURES:

- Upon receipt of the Leave Control Report, the unit PAC will compare the "Lv Numb" column to the unit Leave Control Log to ensure all leaves are accurately processed.
- If a leave is not posted corrective action must be taken by the unit PAC. Resubmit the DA 31 on a UTM.
- If a leave is posted incorrectly, review the unit copy of the DA 31.
- If it appears finance made an error while coding the leave form, prepare a DA 2142 (Pay Inquiry) to request finance to correct the transaction.
- If other errors are discovered, process a corrected DA 31 and Leave Correction Memorandum signed by the Commander and submit on a UTM.
- When all leaves are processed, file the Leave Control Report with the Leave Control Log and retain for the duration required for the Unit Leave Control Log.

Family Service Member's Group Life Insurance (FSGLI)

Recent analyses by the Department of Finance and Accounting Service (DFAS) and the Department of Veterans Affairs (DVA) indicates that a number of service members are receiving FSGLI coverage but are not paying premiums as required. Up to \$25 million in back premiums are due to the Department of Veteran's Affairs (DVA).

Enrollment is automatic. DEERS is the data source to determine eligibility for FSGLI (accurate family members data is vital). All family members must be reported in DEERS, including spouses who are also military service members. Soldiers may decline FSGLI, but are still responsible for paying past premiums. Decline in writing by submitting the DD Form 8286A to the BDE S1/MPD.

Note: Service members married to service members are automatically covered under both their own member's SGLI for \$400,000 and their spouse's FSGLI for \$100,000, for a combined coverage of \$500,000.



176th Finance Battalion

Important Dates to Remember



29 May	8th Army Training Holiday (All Area I, II, III and IV Finance Offices are CLOSED)
1 June	Charlie Detachment Change of Command. Area IV office will be CLOSED from 0900 — 1300
15 June	19th ESC Training Holiday (All Area I, II, III and IV Finance Offices Minimal Staffing — expect increased wait times)
22 June	Battalion Organizational Day (All Area I, II, III and IV Finance Offices are CLOSED)
26 June	Bravo Detachment Change of Command. Area III office will be CLOSED from 0900 — 1300
27 June	Delta Detachment Change of Command. Area IV office will be CLOSED from 0900 — 1300
4 Jul	Federal Holiday—Independence Day (All Area I, II, III and IV Finance Offices are CLOSED)
6 Jul	8th Army Training Holiday (All Area I, II, III and IV Finance Offices are CLOSED)
3 Sep	Federal Holiday—Labor Day (All Area I, II, III and IV Finance Offices are CLOSED)
4 Sep	8th Army Training Holiday (All Area I, II, III and IV Finance Offices are CLOSED)



176th Finance Battalion

Contact Information



BN CDR:	LTC Zellars	725-8838
CSM:	CSM Sullivan	723-7959
Chief, FinOps:	2LT Bae	723-3812

AREA I - Camp Casey Bldg 2440

Delta Detachment,
DET CDR: CPT Braddy 730-3375
DET SGT: SFC Gobert 730-3383
Chief of Mil/Pay: SFC Holmes 730-4647

Hours of Operations Main Office

M, T, W and F: 0900 TO 1600
Thursday: Closed All Day (STT)

IOP Camp Stanley (Warrior Welcome Center) Bldg 2245

OIC: CPT Kim 732-4917
NCOIC: SSG Hess 732-5746

Hours of Operations Warrior Welcome Center

Tue-Fri 0900 Finance In Processing Brief
M,T,W& F 0900-1600 Out Processing
Thursday: Closed All Day (STT)

AREA II -Yongsan Garrison Bldg 2254

Alpha Detachment,
DET CDR: CPT Calhoun 723-7699
DET SGT: SFC Willis 723-7463
Chief of Mil/Pay: SSG Lemus 723-3562

Hours of Operations Main Office

M, T, W and F: 0900 TO 1600
Thursday: Closed All Day (STT)

In & Out Processing Bldg S4305

Hours of Operations (1RC)

Mon-Fri 0800: Finance In Processing Brief
Tue & Wed 1530-1630: Out Processing

AREA III- Camp Humphreys Bldg 544

Bravo Detachment,
DET CDR: CPT Sepulveda 753-8202
DET SGT: SFC Tith 753-8580
Chief of Mil/Pay: SSG Miller 753-8585

Hours of Operations

M, T, W and F: 0900 TO 1600
Mon-Fri 0900: Finance In Processing Brief
Tue & Wed: 1530-1630: Out Processing
Thursday: Closed All Day (STT)

AREA IV- Camp Henry Bldg S-1685

Charlie Detachment
DET CDR: CPT Westfield 768-7575
DET SGT: SFC Rutland 768-8447
Chief of Mil/Pay: 768-7235

Hours of Operations

M, T, W and F: 0900 TO 1600
Mon-Fri 0900 Finance In Processing Brief
Tuesday & Wednesday 1530-1630 Out Processing
Every Wednesday 1500 Separation Thursday:
Closed All Day (STT)

***FST, Camp Carroll Bldg T-125**

NCOIC: SGT Elzeim 765-7235

Hours of Operations

M, T, W and F: 0900 TO 1600
Thursday: Closed All Day (STT)